

**City of Roanoke  
Public Works Service Center  
Standard Operating Procedure**

<b>Subject: Waste and E-Waste Disposal and Recycling</b>	<b>Revised: 3/1/19</b>
<b>Purpose:</b> To ensure that all employees perform their duties in accordance with proactive pollution prevention measures.	

**Responsible Party/ies:** All City of Roanoke Personnel

**Performance Frequency:** Continuous

**Documentation:** Battery Recycling Guidelines and E-Cycling Guidelines

**Training:**

1. All City of Roanoke Personnel will be trained on waste disposal through the New Hire Orientation Class and specific waste programs will be given to employee during job training by their supervisor.

***Trainees must complete the signature section below and a copy of the signed SOP shall be retained on file in the Division's records and made available upon request***

**Procedure:**

**1. Food Waste and Other Non-Recyclable Items:**

- A. All work areas shall maintain at least one trash receptacle which shall be used for the disposal of food waste and other non-recyclable items.

**2. Bio-Hazard Wastes**

- A. Wastes such as bandages, personal hygiene products, tissues, etc., shall be disposed of in restroom trash receptacles.
- B. Chewing tobacco saliva must be contained within a rigid container with a tight fitting lid. When full, that container may be placed within a trash or food waste receptacle.
- C. Employees with special conditions which generate medical wastes (needles and other sharps, catheters, IV tubing, etc.) shall notify their supervisor of their need for an appropriate medical waste container as soon as possible, and ensure that their doctor has provided them with an appropriate portable waste container that may be used during work hours and taken home or back to the Doctor's office when full.

***NO MEDICAL WASTES MAY BE PLACED WITHIN ANY TRASH OR RECYCLING CONTAINER.***

### 3. Paper Products, Cardboard, Plastics, Aluminum and Glass

- A. All work areas shall maintain at least one single stream recycling receptacle which shall be used for recycling of all papers, boxes, junk mail, magazines, cardboard, aluminum cans, plastics (# 1 & 2), and glass bottles/containers.

### 4. Scrap Metal

- A. All scrap metal (***not heavily corroded or attached to non-metals***) shall be placed in the centralized scrap metal dumpster located outside near the radio shop.
- B. **Absolutely NO:** Trash, Debris, Cardboard, Paper, Plastic, Glass or Electronics allowed in the Scrap Metal Container.

### 5. Batteries:

All spent rechargeable alkaline, lithium, carbon or coin- type batteries shall be brought to the Solid Waste Management training room and placed into the proper labeled containers.

- A. All lithium batteries **MUST** have their ends securely taped and/or be **individually** bagged - failure to comply creates a fire hazard.
- B. Lead Acid batteries must be recycled at the Fleet Parts Counter or through the OPE/Tractor Shop.
- C. See attachment for proper guidelines for battery recycling.

### 6. Ink/Toner Cartridges:

- A. Waste ink and toner cartridges shall be taken to the Solid Waste Management training room and placed into the cardboard box marked toner cartridges.

### 7. Electronic Waste (E-Waste):

- A. **General Questions:** Please call Department of Technology (x2144) or Environmental Management (x2425) for proper disposal and recycling guidance.
- B. **Scheduling an E-waste Pick up:** Call Environmental Management (OEM) at (X2425) or email a list of what items you have to [envmgmt@roanokeva.gov](mailto:envmgmt@roanokeva.gov) and we will schedule your pick up.

### 8. Highly Regulated Wastes

- A. Any employee whose operations may generate these wastes **MUST** receive specific additional training. For information, employees shall contact their supervisor and/or reference the appropriate SOP. If in doubt, contact the Office of Environmental Management (x2425).
- B. **Hazardous Wastes:** All paints and aerosols, waste fuels, lubricants and any associated filters, anti-freeze/coolant, adhesives, solvents, degreasers, other cleaning agents pesticides, fertilizers compressed gases, refrigerants, contaminated rags, pads, absorbents and other materials.

- C. **Universal Wastes:** Spent fluorescent and compact fluorescent light bulbs, other light bulbs, other mercury containing wastes, batteries and electronic wastes.
- D. **Abandoned and Unknown Wastes:** Suspect wastes found abandoned on city property, public rights of way, or in long term storage with no record or knowledge of contents.

**Trainee Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Send completed form to Environmental Management at: [envmgt@roanokeva.gov](mailto:envmgt@roanokeva.gov).